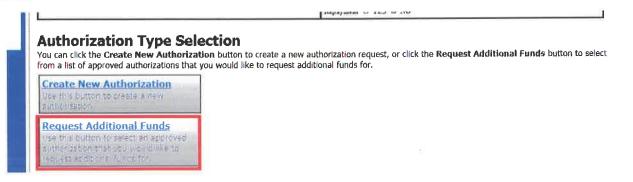
Requesting Additional Funds

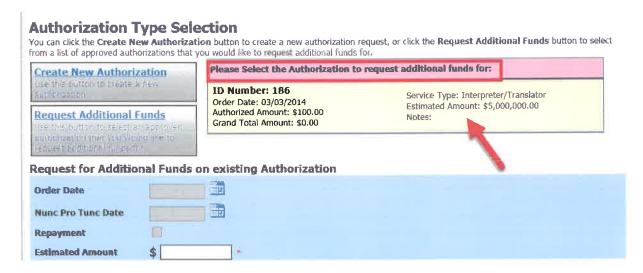
Step 1

You can increase the amount approved on an existing authorization as new amounts are requested. When generating an authorization, click **Request Additional Funds**.





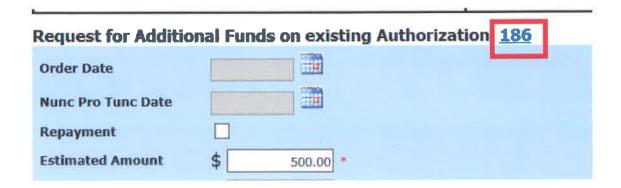
A list of all closed authorizations appears for this representation and appointment. Select the authorization that needs to be increased.



Then create the authorization as described in the above directions.



Click the existing authorization hyperlink to view the original authorization in a separate tab. You should remember to close the newly opened tab after viewing the authorization, as having multiple tabs open in CJA eVoucher can leave to unintended results.



Notes:

- When increasing funds on an existing authorization, the approved amount is added to the amount of the original authorization to which it is attached, and a link is established between the two documents.
- The original authorization is the one that holds the approved funds, and is the only authorization
 presented when CJA21/31s are generated. These authorizations are also used for the various
 calculations regarding authorization amounts.

The Authorization Request will now appear in the **My Submitted Documents** section on the Attorney home page.